Journal of Information Processing and Management Word[[1]](#footnote-1)

Elsevier[[2]](#footnote-2)

*Radarweg 29, Amsterdam*

*Elsevier Inca,b, Global Customer Serviceb,[[3]](#footnote-3)\**

*a 1600 John F Kennedy Boulevard, Philadelphia*

*b 360 Park Avenue South, New York*

Abstract

This template helps you to create properly formatted Word manuscript for the Journal of Information Processing and Management (IP&M).

*Keywords:* Word, Elsevier, template

2010 MSC: 00-01,99-00

1. Main Text

Introduce the paper here, and put a nomenclature if necessary, in a box with the same font size as the rest of the paper. The paragraphs continue from here and are only separated by headings, subheadings, images and formulae. The section headings are arranged by numbers, bold and 12 pt. Here follows further instructions for authors.

* 1. Structure

Files must be in MS Word only and should be formatted for direct printing, using the CRC MS Word provided. Figures and tables should be embedded and not supplied separately.

Please make sure that you use as much as possible normal fonts in your documents. Special fonts, such as fonts used in the Far East (Japanese, Chinese, Korean, etc.) may cause problems during processing. To avoid unnecessary errors you are strongly advised to use the ‘spellchecker’ function of MS Word. Follow this order when typing manuscripts: Title, Authors, Affiliations, Abstract, Keywords, Main text (including figures and tables), Acknowledgements, References, Appendix. Collate acknowledgements in a separate section at the end of the article and do not include them on the title page, as a footnote to the title or otherwise.

Bulleted lists may be included and should look like this:

* First point
* Second point
* And so on
  1. Tables

All tables should be numbered with Arabic numerals. Every table should have a caption. Headings should be placed above tables, left justified. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table, and immediately above and below the table. Tables must be embedded into the text and not supplied separately.

* 1. Construction of references

References must be listed at the end of the paper. Do not begin them on a new page unless this is absolutely necessary. Authors should ensure that every reference in the text appears in the list of references and vice versa. Indicate references by [1,2] or [1] in the text.

Some examples of how your references should be listed are given at the end of this template in the ‘References’ section, which will allow you to assemble your reference list according to the correct format and font size.

* 1. Section headings

Section headings should be left justified, bold, with the first letter capitalized and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc, and left justified, with second and subsequent lines indented. All headings should have a minimum of three text lines after them before a page or column break. Ensure the text area is not blank except for the last page.

* 1. General guidelines for the preparation of your text

Avoid hyphenation at the end of a line. Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should normally be expressed using italics. Weights and measures should be expressed in SI units. All non-standard abbreviations or symbols must be defined when first mentioned, or a glossary provided.

Acknowledgements

Acknowledgements and Reference heading should be left justified, bold, with the first letter capitalized but have no numbers. Text below continues as normal.

References

1. R. Feynman, F. Vernon Jr., The theory of a general quantum system interacting with a linear dissipative system, Annals of Physics 24 (1963) 118-173. doi:10.1016/0003-4916(63)90068-X.
2. P. Dirac, The lorentz transformation and absolute time, Physica 19 (1-12) (1953) 888-896. doi:10.1016/S0031-8914(53)80099-6.

1. This is a footnote associated with the title. [↑](#footnote-ref-1)
2. Since 1880. [↑](#footnote-ref-2)
3. \* This is to indicate the corresponding author.

   Email address: support@elsevier.com (Global Customer Service)

   URL: www.elsevier.com (Elsevier Inc) [↑](#footnote-ref-3)